

Cascadia Region Green Building Council Board of Directors Election Fact Sheet

Summary of Position:

Cascadia is a 501(c)(3) nonprofit organization in the US and is applying for nonprofit Society Act status in Canada. Cascadia represents Oregon, Washington and British Columbia. It is a Chapter of the USGBC and is applying to become a Chapter of the Canada Green Building Council (CaGBC). Cascadia seeks nominees to its Board of Directors for the entire bioregion. Members of the Board must serve as leaders for the organization, make strategic decisions concerning activities and resource allocation, and engage in the regular dialogue that those decisions require.

The Board's Essential Roles and Functions:

1. Recruit, hire, mentor and evaluate the CEO
2. Strategic planning and leadership
3. Establish policy
4. Fundraise and contribute resources (“time, talent and treasure”)
5. Represent the public’s interest as trustees of the organization
6. Establish an annual budget and provide fiduciary/financial oversight
7. Recruit and orient new Directors
8. Board self-evaluation

Board composition and term:

There are 19 Board members, six from each region and the CEO. Board terms are two years and Directors can serve three terms before “termining out” for at least one year. Only one person per company or organization may serve on the Board at a given time.

Board meetings:

The Board meets six times per year. Half of the meetings are at two day “retreats” (or “advances”, if you prefer) in OR, WA and BC (usually Friday and Saturday; requiring some travel). The other three meetings are three-hour teleconference calls. Board members are responsible for their own travel expenses but case-by-case exceptions may be made due to financial limitations.

Preferred Qualifications:

- Commitment to *Cascadia's mission to promote the design, construction and operation of buildings in Oregon, Washington and British Columbia that are environmentally responsible, profitable and healthy places to live, work and learn.*
- Desire to work as part of a consensus-based team
- Solid organizational skills and interpersonal skills
- Board, green building, fundraising, financial, PR/marketing, education, advocacy and nonprofit leadership experience
- Cascadia seeks diversity on the Board of Directors: Women, minorities, and others underrepresented on the Board and in the building industry are encouraged to apply
- Sense of humor, camaraderie, and passion for sustainable development and building

Essential Requirements and Responsibilities:

- Attend a minimum of five out of six Board meetings per year Actively participate in at least one Subcommittee, Taskforce, programmatic initiative or area of organizational development (Minimum anticipated time commitment: 6-8 hours/month)
- Attend an orientation session for new Board members

- Participate in fundraising requests and solicitations (the Board will consider a Board member fundraising minimum requirement in 2006)
- Monitor and participate in Board discussion via email and telephone between meetings
- Behave ethically and in a manner that is consistent with the mission of Cascadia.
- Sign a conflict of interest statement and make conflicts known to the CEO or Board
- Uphold standard fiduciary responsibilities (duty of care and duty of loyalty)
- Commit to Board processes and organization's administrative needs, including fundraising, networking, and making good faith efforts to strengthen Cascadia

Policy Governance Model:

The Board has adopted the Carver Policy Governance Model to clarify the role of the Board, staff and additional volunteers. All Board members receive a copy of the book *Boards That Make a Difference* by John Carver and are obliged to read it at the beginning of their term. The Carver model focuses the Board on policy, the future and big picture issues, delegating day to day implementation and decision making to the CEO and staff. The model helps clarify roles, responsibilities, and expectations.

To nominate yourself or another candidate for the Board, please submit:

1. Name
2. Contact information (address, telephone and email)
3. If you are nominating someone else, please note whether the candidate has expressed a willingness to serve if elected to the Board

Please submit nominations and all questions to glen@cascadiagbc.org by Friday **December 30, 2005 at 5 PM**. Candidates will be required to answer a brief questionnaire by January 3, 2006 which will be published to provide voters information about candidates.

Elections:

1. The Call for Nominations period will open on December 1, 2005 at 5 PM PST and close on December 30, 2005 at 5 PM PST
2. Nominees must answer a brief questionnaire that will be presented to the electorate.
3. Information about candidates will be available for review by early January
4. Candidates are not allowed to independently campaign for the Board through email or other communication. Local candidate forums may be presented in January based on interest.
5. Elections will be online and open from January 16-27, 2006
6. Constituents will vote for Board members to fill seats in their domicile (OR, WA or BC)
7. Election results will be announced on February 1, 2006
8. Draft 2006 Board meeting schedule:
 - February 24-25, Seattle (2 day orientation, meeting and planning retreat)
 - April 28, 9 AM-12 PM, Telephone meeting
 - June 23-24, Portland (2 day meeting)
 - September 29-30, Vancouver (2 day meeting)
 - Nov 17, 9 AM - 12 PM, Telephone meeting
 - Dec 15, 9 AM - 12 PM, Telephone meeting (or meet in person if needed to plan 2007)